

## JOB DESCRIPTION

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**Position Title:** Executive Director of Human Resources

**Department:** Human Resources

**Employment Category:** Administrative Staff

**Primary Location:** District-wide

**FLSA Classification:** Exempt

Based on the Sierra Vista Campus

**Parameters:** Full-time; 12 months/year

**Pay Grade:** AS21

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**JOB SUMMARY:** The Executive Director for Human Resources oversees the college's human resources function and is responsible for day to day management related to employee recruitment, retention, professional development, performance management and coaching, human resources consultation, and employee relations of a highly qualified college faculty and staff to carry out the college mission; participates on the president's council, strategic planning and budget development; and develops, maintains, enforces, and communicates personnel policies and procedures to all employees.

**ESSENTIAL FUNCTIONS:** Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

**DUTIES AND RESPONSIBILITIES:** Within the scope of college policies and procedures, this position:

Provides strategic leadership to foster an institutional culture of equity and inclusion

Interprets and monitors federal/state laws and regulations to develop and implement policies, procedures and forms to achieve compliance with the state and federal regulations, working with department managers to ensure compliance and maintaining a compliance matrix and repository of compliance resources

Serves as member of the college's president's council, contributing to the colleges strategic planning and budget development processes and providing oversight to recruit, retain, and compensate an effective workforce to carry out the college mission

Serves on the college committees to develop and/or revise or enhance appropriate personnel policies that conform to college, state, and federal regulations and that encourage an effective, productive, and safe work environment

Supervises the human resources function and staff to ensure employment policies and procedures conform to board policy, college policies and procedures, and federal and state regulations, working with the college attorney as required and/or as assigned

Actively coaches and supports supervisory staff on human resource and performance management issues  
Supervises the Director of Talent Management and other staff responsible employee recruitment and professional development programs

Maintains knowledge of human resource trends, best practices, and employment legislation, ensuring that the college's policies are in compliance

## JOB DESCRIPTION

Oversees employee relations management, conducting investigations, research, and resolving or mediating employee complaints, oversees the college grievance process, and works with the college attorney as required

Designs metrics and measures to assess the value of HR activities, and coordinates, compiles, and reports on the yearly activities including staff demographics, recruitment, turnover, professional development, performance management, recognition, service awards, sabbatical leave, etc.

Maintains confidential personnel files on each college employee in accordance with appropriate legal requirements

Maintains files/records of current and upcoming federal and state laws and regulations that may affect current college policies and recommends/advises appropriate updates to senior administration

Provides reports and information to senior administration and the governing board as instructed

Performs other related duties as assigned

**GENERAL EXPECTATIONS:** Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

**REQUIRED MINIMUM QUALIFICATIONS:**

Master's degree in human resources management, education administration, business administration or a related field from an accredited institution of higher learning recognized by the US Department of Education

Eight years related experience with progressively responsible roles and preferably in a higher education environment

*An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered*

Commitment to the community college mission

High level of personal integrity

Knowledge of and ability to follow college policies and procedures

Knowledge of employment laws and regulations as well as best practices

Knowledge of current technologies and word processing, database, presentation, and spreadsheet software, preferably Microsoft Office applications and Ellucian Banner

Outstanding leadership and management skills

Excellent professional role model

Skills in problems solving and facilitation

Effective communicator and listener

Ability to give effective public presentations

Outstanding organizational skills

Ability to work independently, prioritize, follow multiple projects and tasks through to completion, with attention to close detail

Skill in strategic planning and developing program goals and objectives

Skill in establishing and maintaining effective working relationships with other department staff, faculty, students and the public

Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner

## JOB DESCRIPTION

Ability to relate to a diverse population and to maintain composure when faced with difficult situations

Ability to work independently while contributing to team environment

Ability to effectively identify and resolve problems and to maintain strict confidentiality related to sensitive information

Ability to analyze problems, identify solutions, and take appropriate action to resolve problems using independent judgment and decision-making processes

### **PREFERRED QUALIFICATIONS:**

Senior Professional in Human Resources (SPHR) certification or equivalent

**WORK ENVIRONMENT:** Work is primarily performed under general supervision in an office setting with appropriate climate controls. Travel, early morning, evening, and weekend work may be required.

### **PHYSICAL REQUIREMENTS:**

Essential functions of this position require: lifting, manual dexterity, (may include fine motor skills dependent upon position) ability to communicate.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally and all other sedentary criteria are met

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem solving skills are important

**REPORTABILITY:** Vice President for Administration and Human Resources

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.